

10-14-04

Approved

MEETING MINUTES
STATE CONSUMER AND FAMILY ADVISORY COMMITTEE
September 9, 2004

Present: Jere Annis, Carl Britton-Watkins, Terry Burgess, Pete Clary, Zack Commander, Sandy DuPuy, Ron Huber, Kathleen Herr, Doug Michaels, Ellen Perry, Barbara Richards, Katie Sawyer, Betty Stanberry, Amelia Thorpe.

Absent: Ben Jones, Ed Masters, Paula Wagner.

New members: Ham Poe pending approval from Secretary.

DHHS Staff Present: Allen Guy, Yolanda Hunter, Cathy Kocian, Chris Phillips, and Ann Remington.

Guests: Tom Bennett, Mark Botts, Mike Lancaster, Karen Stallings, and Don Willis.

1. Welcome

- .. Introduction of newly approved member and “approval pending” member.

2. Approval of Agenda and Minutes

- .. Request was granted to change the public comment period to 9:45 A.M. to accommodate members of the public.
- .. Minutes from the August meeting were approved.

3. Public Comment Time

- .. Tom Bennett, Executive Director NC Association of Rehabilitation Facilities, gave a brief overview of his organization and commended the SCFAC for the ir commitment to system reform. In addition, Mr. Bennett stated that he would share the document “Employment Workgroup Documentation for Adult Day Vocational Program Transition July 2004” with the group.

4. By-Laws Review

- .. The by-laws were unanimously approved.
- .. Beginning with the October 2004 meeting, attendance requirements per the membership guidelines will be enforced.

5. Rules of Procedure

- .. Mark Botts facilitated the discussion on rules and procedures. He will design a template based on the by-laws that will identify the rules and procedures for the SCFAC.
- .. A sub-committee was also formed to work on this task with Pete Clary as lead person and Ellen, Barbara, and Zac as committee members.
- .. The sub-committee will make a presentation on rules and procedures at the next meeting.

6. Executive Leadership Team

- .. Dr. Michael Lancaster, Chief of Clinical Policy, gave a presentation on his role with the Division. His hope is that everyone remains aware that the focus of the reform is on the consumer.
- .. One of the key functions of the LME is to provide quality services regardless of where in the state the services are being provided. In the past there has been too much

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reliance on group homes and these have become a safety net. Services should be provided in the community and utilize the supports that exist close to the home of the Consumer.

- .. Kathleen Herr had a desire to participate on the Child Mental Health Plan Planning Committee. The meetings take place in Raleigh on Tuesdays from 1-3 pm. It was decided that SCFAC members should be allowed to volunteer themselves for participation on committees as individuals and not necessarily as SCFAC representatives.

7. November Meeting

- .. A decision was made to hold the November 4, 2004 meeting at CenterPoint Human Services in Winston Salem.
- .. Hotel information will be provided to those who are in need of rooms.

8. Wrap Presentation

- .. A motion was made to cancel the WRAP presentation due to time constraints and the need to discuss SCFAC priorities. The group was in favor of this motion and plans will be made to have this presentation at a later date.

9. September Leadership Event

- .. There is still room for people to register for the “World Cafe” event being held in Raleigh on September 17th and 18th. Additional flyers were available for those in need of them.

10. Chapter 5- State Plan

- .. The roles and responsibilities of the SCFAC were read and discussed. It was suggested that the members should review the chapter in order to assist with defining SCFAC priorities for the year at the next meeting.

11. Priorities

- .. It was suggested that SCFAC members review the 41 key developments found in Chapter 4 of the State Plan 2004. Discussion included focus on Management and Leadership, Finance, Programmatic Issues and Administration and Contracts.
- .. A group discussion will take place at the October meeting to better clarify how the group would like to proceed with this issue.
- .. The group would like to find out how Carmen and Mike would like to receive information from the SCFAC regarding priorities, concerns, completed tasks, etc. as well as to make sure they are producing what is expected of them.
- .. Holly Riddle, Executive Director of the North Carolina Council on Developmental Disabilities, encouraged the SCFAC to advocate for outcome “measures that matter” and for the involvement of consumers in the collection of outcome data. Local information would be collected and collated at the state level. A “common language” for discussing state and local progress should be utilized.

12. Executive Leadership Team

- .. Don Willis, Chief of Administrative Support, passed out an organizational chart and gave an overview of this Section’s roles and responsibilities. This included the on-

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going training provided by the Division on such issues as person-centered planning, service definitions and issues associated with stigma and discrimination.

- .. One goal of the Division is to hold four Town Hall meetings a year across the state in order to inform and give the public an opportunity to provide input. The first meeting is scheduled for early November in the Western part of the state. The Division understands the importance of communication and will strive to keep stakeholders informed.
- .. With regards to planning, the Division is looking at alternative funding sources and pursuing funds for various initiatives. The Division is engaged in resource development, grant writing and grant coordination.
- .. Consumers and Family Members should become familiar with their local disaster plan by contacting their local county emergency management team.

13. Next Meeting

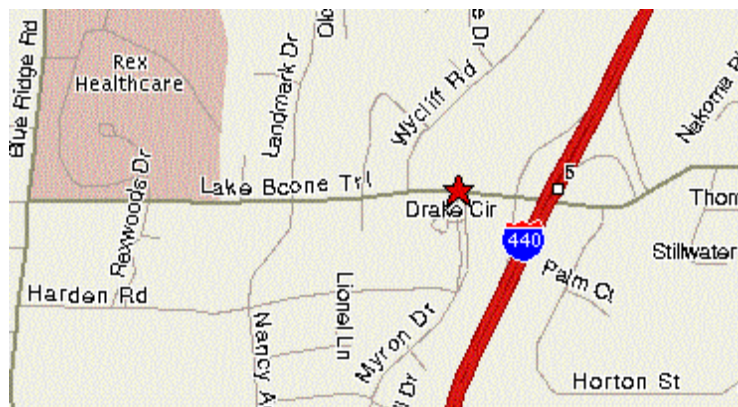
- .. The next meeting is scheduled for October 14, 2004 from 9:30 A.M.-3:30 P.M. at the NC Council on Developmental Disabilities in Raleigh.
- .. The group agreed that the calendar could be set through the end of the year.

October 14, 2004	NC DD Council - Raleigh
November 4, 2004	CenterPoint Human Services – Winston Salem
December 9, 2004	NC DD Council - Raleigh

14. September Meeting Agenda

- .. Approval of agenda.
- .. Approval of September minutes.
- .. Rules and Procedures Sub-committee Report.
- .. Executive Leadership Team Member presentations.
- .. Work Plan priorities review.
- .. SCFAC/Division communication protocol.

Directions to the NC Council on Developmental Disabilities



Take I-440 (Beltline) to Exit 5 - Lake Boone Trail. Turn towards Rex Hospital at the light. Make the first left (Corner of Lake Boone Trail and Myron Dr.). You will see Building 3801. The NC DD Council is located on the second floor, Suite 250.

NC Council on Developmental Disabilities 1-800-357-6916